

North Texas Chapter  
Society of Government Meeting  
Professionals

# Meeting Professional Perspective

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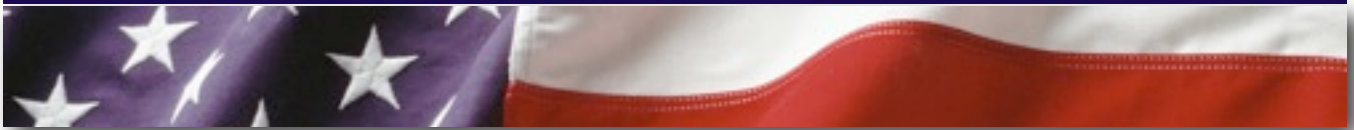
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## FROM THE PRESIDENT

by Theresa Nelson

We have two very important elections happening this year. Elections for the SGMP National Board and your local SGMP North Texas Chapter Board must also be elected this year, and that, my friends, should not be taken lightly!



Please take a few minutes to thoughtfully consider who you think would be an asset to our organization in a board position. Perhaps you can think of yourself as an excellent candidate. That's wonderful! Who would know better whether you have the desire to lead this chapter? The provided by our National Board at the Leadership Conference held in Norfolk on January 14-15, 2011.

Succession Planning starts with becoming a leader in SGMP!

What's in it for MY CAREER?

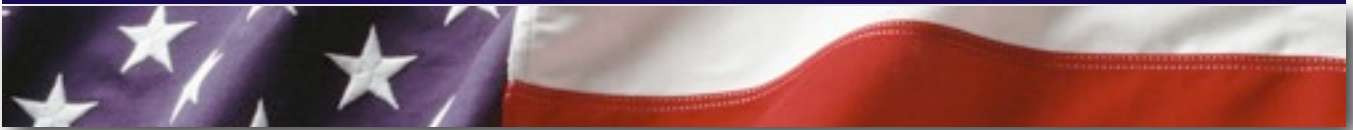
- Earn Continuing Education Units for attending training sessions
- Encouragement to secure CMP, CGMP, and other professional designations
- Learn new business concepts
- Develop organizational skills and leadership capabilities
- Enhance communication/presentation skills
- Build relationships with other organizations
- Demonstrate leadership skills and responsibility
- Suppliers may increase your company's visibility in the government meeting industry

What's in it for ME?

- Enhance your meeting planning/negotiation skills
- Make new friends with people who have similar interests
- Build relationships with board members locally and nationally
- Sharpen your leadership and team-building skills
- Enjoy opportunities to travel when serving on the local or national level
- Gain recognition for your skills
- Add to your professional resume
- Actively participate in projects that support your local community

We all have something to contribute (and gain!) and we all should consider stepping up and giving a little bit of ourselves to make this organization great.

In February, we will begin soliciting nominations for our 2012 SGMP North Texas Board. Please take a few minutes to thoughtfully consider becoming an asset to our organization in a board position.



## Membership Report

By **André Taylor, CGMP**

### November Anniversaries

Yvonne Robertson – 9 years

Shelley Mann, CGMP – 8 years

Jesus Zaragoza, Jr., CGMP – 8 years

Loretta Howard – 6 years

Carol Abbott – 5 years

### December Anniversaries

John Steinsiek – 16 years

Judy Barron – 15 years

Suzanne Stickley – 5 years

### Current Membership

Total Chapter Membership – 72

Total Planners: 34

Total Suppliers: 34

Total Other: 4

Ratio: 50.0%

## Board Bytes

By **Charlotte Davis, CMP**

December:

- The SGMP Spirit of “Giving and Receiving” was definitely manifested at the December Holiday Luncheon Event at the AA Conference Center: Our chapter gave generously and collected a goal breaking 365 books which resulted in a very successful Book Drive to benefit our designated charities: Genesis Women’s Shelter in Dallas and Samaritan House in Ft. Worth. In turn, the Silent Auction received an amazing \$654.00 in revenue for the Chapter!
- Theresa Nelson is reminding everyone to be sure and get a piece of the PIE (Partners in Education) by registering for the Joint Chapter Conference to be held this year at the Isla Grand Beach Resort at South Padre Island on February 25 – 27, 2011.
- All those chapter members interested in getting more involved at the Board level, be sure and checkout Elections Chair, Fannie Smith’s newsletter article with the guidelines and criteria for the upcoming elections in April. Also, look for the drop box for early nominations at the next monthly meeting
- Lynn Armstrong notified the board that the current Chapter Newsletter designer is retiring and new candidates are being recruited. If you know of any qualified individuals, please contact her at: [lynn.armstrong@hyatt.com](mailto:lynn.armstrong@hyatt.com).

# November Program

## HOW TO CREATE AND USE AN EXCEL SPREADSHEET

by Mark Wilder

November 4, 2010 – Marriott Legacy

Our November Luncheon, hosted at the beautiful Marriott Legacy in Plano, served to remind us all that computer skills don't always come as easily to some as they do to others! This was a packed educational session presented by Sue Thomason and Andréé Taylor as prepared from a Gilmer Institute of Learning Program.

Sue and Andréé demonstrated the basics of understanding and developing Excel Spread Sheets and different aspects that could be added to the basic spreadsheet. Andréé demonstrated how easy it was using her laptop, and Sue helped with questions that were asked by the attendees.



Features discussed:

- How to Create a PDF with Excel
- Creating a Program Tracking Sheet
- How to Import Data from a Web Page
- Filtering the Right Results
- How to Link Different Excel Pages
- Counting Sums
- How to View Excel Documents without Excel Software
- How to Calculate Percentages
- How to Change the Color of Sheet Tabs
- Short Cuts

They also suggested how this could be used in everyday work situations and how this would help in planning efforts by streamlining information. Also how a large amount of information could be kept in less space for future reference.

The audience responded with many questions, and Andréé demonstrated the applications and scenarios while everyone watched, making it look very easy.

Information will be available on the SGMP Website in the future, and we appreciate the time that Sue and Andréé put into such a great presentation!

# December Program

## Event Planning

by Sue Thomason

The American Airlines Training and Conference Center hosted our December meeting which started out as a blank slate of round tables covered only by white cloths. Attendees were challenged to put their table decorating skills and their knowledge of place setting placement to work. An air wall was opened to reveal a plethora of decorations, accent cloths, candles and other items to challenge the imagination. Stacks of plates, cups, glasses and eating utensils were laid out as well.



Each table team was given 15 minutes to create a table-scape fit for a holiday banquet. Each team scrambled into the room and selected items to use as decorations. Team members used their skills to set the plates, glasses, cups and utensils in the correct Emily Post order.

The room sparkled with beautifully decorated tables at the end of the challenge. Every table was a unique reflection of each team. In the end however, there can be only one winner. The winning table showed the best use of holiday colors and the available decorations to blend into the beautiful creation below.

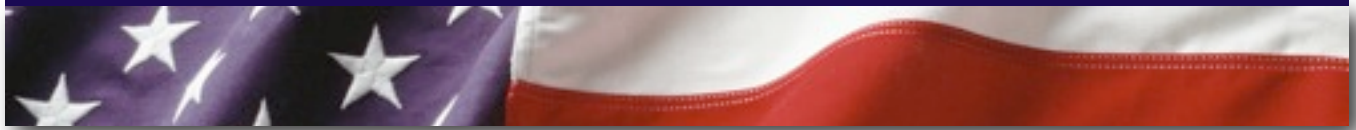
Ruth Bilbo, CGMP presented additional information on the appropriate use of table decorations and centerpieces to enhance your event whether it is a business meeting or an elegant wedding reception. Ruth provided the attendees with ideas on how to use common items to transform your table for each holiday.

She tested our knowledge of formal table settings with the use of a visual aid with each component of the setting identified by only a letter. Attendees were challenged to identify each elements placement and use. Ruth also provided information on which glasses go with each type of drink typically served during various types of events.

As an added bonus, she provided Dining Tips on when to start eating, foods you can get by hand and how to properly remove inedible items from your mouth.

Our December meeting was the culmination of one of our charity events for the year. Our goal was to collect 100 books to be divided between two charities. Chapter members donated over 330 books! We presented them to Kim House of Genesis Women's Center and to Rich Isaminger of Samaritan House. Both recipients gave presentations on their facilities and expressed their thanks for the generosity of our chapter.

The generosity of one of our members earned her the Shining Star award. Yvonne Robertson donated 100 books, which met our initial goal.



## Planner Profile - Julie Bentley

By Stephanie Thompson

Julie Bentley was born in La Mirada, CA and she grew up in Cozad, Nebraska. She has also lived in California (Los Angeles, Atwater, San Diego), Omaha, Nebraska, Okinawa, Japan; Baghdad, Iraq (WOW!); and Garland, Texas.



Julie currently works for the US Army Corps of Engineers as the Emergency Management Specialist, Southwestern Division. She has held the position for six months. In her role she works in conjunction with logistics and contracting to finding local venues suitable for conferences, seminars, training and special events. Some of the requirements are for the Southwestern Division, but she also provides support for other Divisions who wish to hold events in the DFW area. Julie works in the Readiness and Operations Division. She helps plan responses to civil emergencies. She also runs the Emergency Operations Center during responses to civil and other disasters. The most frequent responses are for hurricanes, ice storms, tornados and earthquakes. She also assists civilian employees to prepare for deployment in support of overseas contingency operations.

Prior to taking her position with the US Army Corps of Engineers, Julie worked for the Army Reserves as the Staff Administrative Specialist for Personnel. She is currently a member of the Veterans of Foreign Wars and Disabled American Veterans. Julie recently joined the North Texas Chapter this fall and she's looking forward to getting involved.

Julie has three very active boys; aged 12, 13, and 14. Her hobbies include reading, bicycling and photography. She holds a Bachelor's in Business Administration with Project Management and she will earn her Master's Degree from the American Intercontinental University (AIU) in May. She hopes to progress in the Emergency Management field. One of Julie's greatest accomplishments was helping to make necessary changes to the personnel policies for Reservists and National Guardsmen returning from Iraq and Afghanistan. Julie's favorite quote is, "When you plan for the worst and pray for the best you will always be successful."

Please say "hello" to Julie when you see her at the next luncheon.

## Supplier Profile

By Rhonda Wise, CGMP

Joshua Craft is a Sales Manager at the Holiday Inn Dallas Market Center and has been there for almost two years. Joshua started his hospitality career as a valet with Marriott Hotels in August 2004. In August 2007, he went to work for Hilton Hotels in revenue management. After spending two years with Hilton, he decided to try his hand at hotel sales. He came on board with the Holiday Inn Dallas Market Center in April 2009 as a Sales Manager and has loved every minute of it! He works the non-corporate markets – government, SMERF, and association.



Working for hotels runs in Joshua's family. His mom works for Marriott and did during most of his childhood. He always enjoyed staying in hotels but never really thought about working in one. She recommended that he apply for an open valet position at the Marriott Legacy Town Center in Plano and the rest is history.

Joshua is halfway through a business degree and is planning to complete it in May 2013. That's a tough job while working full time and raising a family! Great job!

Kansas City was Joshua's first national conference. He thoroughly enjoyed attending the conference. He has been a member of SGMP for one year and helps Sue Thomason with the program committee. You have probably noticed he has written some articles for the newsletter on programs that have been presented at meetings.

How many people do you know that are actually native Texans? Joshua is one of them! He has lived in the Dallas area all of his life, grew up in Mesquite (home of the Mesquite Championship Rodeo) and has been in Plano for the past six years. He has an older brother, one younger sister, and one younger brother. Joshua's beautiful wife's name is Brittany. He and Brittany have two children, Hannah who is 3, and Noah who is one. They also have a two year old "chiweenie" named Toby.

Joshua's favorite quote is "When you change the way you look at things, the things you look at change." (This quote is by Tal Shai.)

Be sure and say hi to Joshua at the next meeting.

## Book Drive Great Success

by Nora Borrego

The North Texas Chapter of SGMP members



are generous GIVERS! We received 365 books on their goal of 100!

Genesis Women's Shelter is under the umbrella of Shelter Ministries of Dallas. Genesis Women's Shelter began operating as a safe haven for abused women and their children in January of 1985. In 1993, it was apparent that there were many women and children who needed the Counseling and Case Management component of their services, but did not require the housing element of the Shelter services. In order to answer this growing need, the Outreach Office opened its doors and has since expanded 3 times, most recently in 2008. Genesis addressed the critical need for transitional housing in 1998, with an 18-month program called "Annie's House" located directly behind the Shelter. Community Housing, their off-location 18-month transitional housing, opened in 2004, to provide safe housing in a different part of Dallas. All of their programs offer free counseling and case management to help women recover from the deleterious impact of domestic violence as well as navigate the complex legal, medical, law enforcement systems so that a woman can effectively

provide self-sufficiently and safety for herself and her children.

Samaritan House was originally established in 1993. It was located on the north side of Ft. Worth and was essentially a 32 room hospice. Samaritan House moved to its current location in 2001 to an old nursing home, which was completely remodeled. It consists of 60 single room occupancy apartments. To qualify to live in Samaritan House you must provide documentation of homelessness, and of a positive HIV status. In the house there is a case manager, a Licensed Chemical Dependency Counselor, and a Registered Nurse. In 2001 The Villages at Samaritan House opened. These are 1, 2, and 3 bedroom apartments.

80% of the apartments are set aside for someone in the household living with HIV/AIDS,



and the other 20% are set aside for someone in the family to be living with a documented disability. The apartments are income restricted for singles, couples and children living in the apartments. Residents of the Samaritan House and The Villages are eligible to participate in a variety of programs which include: Treatment, Education, Financial Education, Literacy/ GED Prep and Back to Work. They also do programs for the kids.

To find out how you may get involved in their next project, please contact Nora Borrego at [nborrego@sheraton-arlington.com](mailto:nborrego@sheraton-arlington.com)



## TURN YOUR MEETING INTO A SIGNATURE EVENT.

Unique and distinctive, Hyatt Regency Dallas is the most recognized feature of the Dallas skyline. The big, bold profile is matched only by the dramatic spaces within. Guests savor the towering view of the newly transformed open-air atrium, a sight that's even more dazzling from a seat along the sleek 42' multimedia bar. The meeting spaces are equally impressive. From expansive ballrooms to intimate boardrooms, meeting planners choose from 160,000 square feet of space that can be configured to create your signature event. Only blocks away from the convention center, your attendees enjoy convenient access to the entire city via DART light rail at Union Station. All this plus award-winning services and amenities make Hyatt Regency Dallas the signature convention hotel of Dallas. Call 214 712 7255 or visit [hyattregencydallas.com](http://hyattregencydallas.com).



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## CGMP Recertification Process

By Rhonda Wise, CGMP

For those CGMPers out there, keep up with your information to recertify. I did not and it was a little time consuming to complete the form. Of course, that was my fault! There are various items you need to keep in a file.

Be sure to keep records of up to six meetings with ten or more people that you've planned in the past three years (from the time you were certified until time to recertify). You need to know the following information:

- Date of meeting
- Location
- Venue for the meeting (hotel, federal building, etc.)

Keep records of the last three educational conferences you've attended. The information needed is:

- Date of conference
- Conference theme
- Conference location

Keep up with the continuing education units (CEUs) that you've completed. They are in different categories:

- Non SGMP Formal Training
  - Who presented the training (example, Meetings Quest, etc.)
  - Date(s) of training
  - Location of training
- Chapter Meetings
  - Month and year of meeting
  - Subject of meeting
  - Venue, city, and state
- You get bonus points if you present at meetings.
  - Date of presentation
  - Name of presentation
  - Venue, city and state
- Professional contributions
  - Articles you've written for *Government Connections* (SGMP's magazine)
    - Title of article
    - Date of magazine
  - Article(s) for Chapter Newsletter
    - Title of article
    - Date of newsletter (example, Mar/Apr 2010)
  - Articles for industry related publication(s)
    - Title of article
    - Date of magazine
    - Name of publication.

*(Continued on page 11)*

## CGMP Recertification Process *(Continued from page 10)*

- Serve on Local Chapter or National board.
  - Name (example, North Texas Chapter, SGMP National Board)
  - Position held
  - Dates
  
- Serve on Chapter or National Committee.
  - Name (example, North Texas Chapter, SGMP Committee)
  - Position held and committee name
  - Dates

You also need proof of these items. For example, if you've attended monthly chapter meetings, you need your CEU form to show that you were in attendance. If you don't have that, get in touch with Sue Thomason, 1<sup>st</sup> Vice President, so you will have these forms in advance.

When the chapter newsletters, industry magazines, or *Government Connections* come out, make a copy of the page an article is written on so that you have proof you wrote the article. You may want to write on the page which newsletter it is, such as Mar/Apr 2010.

Keep a copy of the confirmation for registration at national conferences. That will be your proof of attendance.

As you can see, there are a number of items to keep up with. After I completed the recertification process, I began keeping a folder to so I would not have to go back and find these things in the future. I think it will be much easier the next time! I hope I have helped those of you who haven't started the recertification process yet so you too will be ready when the time comes.

Feel free to give me a call at 972.850.4529 or email me at [wise.rhonda@dol.gov](mailto:wise.rhonda@dol.gov) if you have any questions.

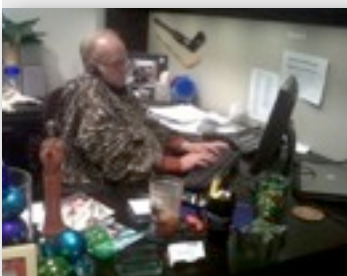
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## Chapter Chat

by Kelly Roche, CGMP

Iris Garcia-Piñeiro with the Sheraton Fort Worth Hotel and Spa is expecting a baby July 17<sup>th</sup> 2011...she and hubby are VERY excited!

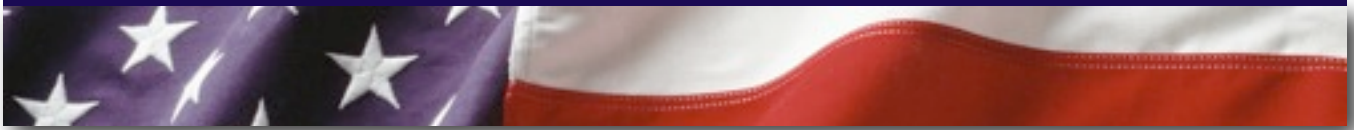
Robert Sanchez formerly with SGMP became a proud poppy again.....welcomed Gianna Jasmin 6.14



lbs 19 in on December 1<sup>st</sup>. Robert now works for IdeaArc an Irving based marketing firm.

The Executive offices and Exhibit Hall of new Irving Convention Center were opened while other construction was going on. There were issues with the heating system at first.....ONLY Kelly would were a leopard print snuggie to stay warm!

**GOT NEWS? New job, new baby/grandbaby, got married or general juicy gossip about yourself or another SGMP member? Please contact Kelly Roche @ 972.401.7715 or email [kroche@irvingtexas.com](mailto:kroche@irvingtexas.com)**



## Honors and Awards in 2011!

by Don Coppinger, CGMP

Happy New Year to all of you!

We had an exciting year in 2010 with several of our SGMP members receiving the Shining Star Award. These individuals were honored for their outstanding achievements and contributions to the North Texas Chapter of SGMP. The annual award ceremony held in June was a very special day to recognize four very special members and one hotel/property that went above and beyond. The efforts, talents and time donated went far in promoting our local chapter and SGMP as a whole. The winners for 2010 were:

**Presidents Choice Award – Carol Abbott**

**Members Choice Award – Nancy Kelly, CMP**

**Supplier of the Year – Andree Taylor, CGMP**

**Planner of the Year – Theresa Nelson**

**SS Bragg Award – American Airlines Training and Conference Center (Andree Taylor, CGMP)**

2011 is going to be another great year and the Honors and Awards committee encourages you to be “on the look-out” for those in our chapter who step up to the plate and give of themselves “above and beyond.” We look forward to working with all of you and remember, you are being watched!

## Laguna Madre Humane Society Chapter Challenge

by Rhonda Wise, CGMP

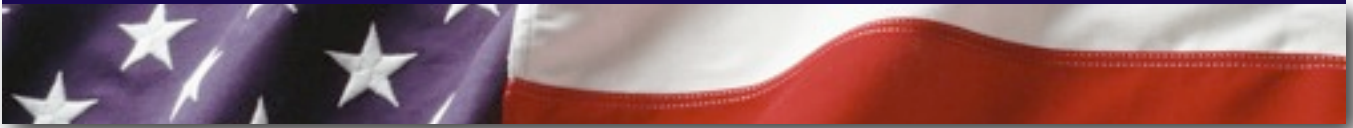
The charity for the 2011 Partners in Education Conference is the Laguna Madre Humane Society in South Padre Island, Texas, and is a great cause.

The Texas Lone Star Capital Chapter has challenged the other chapters to donate \$500 and have already reached \$220 with pledges of \$55, for a total of \$275!

Please consider donating to this worthy cause. Donations will help the shelter continue to be a safe and healthy place for the animals until someone adopts them. And remember, they are a no-kill shelter in a very poor county.

Come to the January meeting ready to donate. Bring a check or cash – both are welcome! If unable to attend, you may drop off your check to Rhonda Wise or give her a call at 972-850-4529.





January 13, 2011  
Crowne Plaza Downtown  
Dallas, Texas  
11:00 a.m. – 1:00 p.m.

**Web Pages and  
Web Presence  
(Social Networking)**

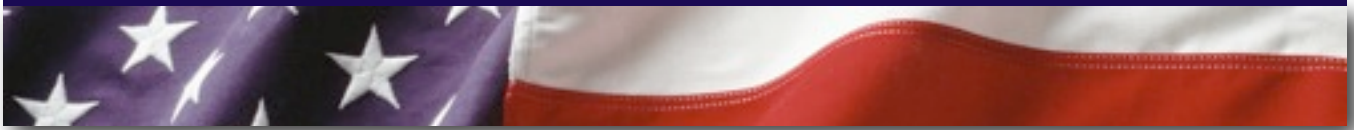


How much do you know about social networking, web pages, and what all this can do for you?

It can also have a negative impact if used incorrectly.

Most of us need to learn how this can be used for meeting planning. We need to be sure we're able to work effectively with the internet.

Carla Pendergraft, CMP, will walk us through the do's and don't's. Come on out and learn something new or if you already are familiar, hopefully you will pick up some new tips.



February 10, 2011  
Crowne Plaza Market Center  
Dallas, Texas  
11:00 a.m. – 1:00 p.m.

## Move Baby Move!



If you attended the Partners in Education Conference where Move Baby Move! presented, you know that although you're sitting in a chair exercising, this is a highly motivational program and gives you lots of energy, making you aware of how to maintain your health and wellness through exercise, even while at work. You won't want to miss this program!

With a combined 30 years in the health care and fitness industry, Meranda Varnado and Aaron Palmer, both Certified Fitness Specialists, created the nationally

recognized music based chair aerobics program . . . Move Baby Move!

This innovative exercise program continues to help thousands of people maintain their independence and vigor.

Sit in your chair and get revitalized!



# Calendar of Events

**January 2011**

**Web Pages & Web Presence (Social Networking)**

**Host: Crowne Plaza Dallas**

**February 2011**

**Move Baby Move**

**Host: Crowne Plaza Market Center**

**March 2011**

**Hotel Safety and Security**

**Host: Irving Convention Center**

**April 2011**

**Uncovering Norfolk**

**Host: Doubletree Campbell Center**

**May 2011**

**Diversity in Event Planning**

**Host: Hyatt Regency Dallas**

**June 2011**

**Awards Banquet - An Evening Affair**

**Host: Warwick Hotel**

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**NORTH TEXAS CHAPTER OF SGMP**

PO Box 214834

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2007 Newsletter of the Year

1999 Chapter of the Year

1998 Newsletter of the Year

1998 Program of the Year

1997 Chapter of the Year

**2009-2011 BOARD OF DIRECTORS**

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Director-Planner: Don Coppinger, CGMP

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Theresa Nelson and Rhonda Wise, CGMP

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